

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

**Monthly Meeting
December 4, 2002 - 3:00 p.m.**

**Children & Families Commission Offices
University of California Building
550 E. Shaw, Suite 230
Fresno, CA**

AGENDA ITEM NO. 1: CONSENT AGENDA ITEM 1a

Recommendations:

Approve Commission Minutes – November 6, 2002 Meeting

MINUTES OF THE NOVEMBER 6, 2002 MEETING

Present: Commissioners Bob Waterston, Chair; Luisa Medina, Vice Chair; Gary Carozza, Secretary/Treasurer; Kathleen McIntyre, LeeAnn Parry, Oscar Sablan and Gary Zomalt; Executive Director Steve Gordon, Commission Counsel Holley Perez

Absent: Commissioners Marion Karian (excused) and Roseanne Lascano (excused)

Chair Waterston called the meeting to order at 3:10 p.m.; a quorum was established.

1. CONSENT AGENDA

- a. Approval of October 2, 2002 minutes**
- b. Receive financial reports for September, 2002**
- c. Adopt 2003 meeting calendar**
- d. Approve School Readiness Award to Lowell Elementary** (\$117,476 in Fresno Commission funds over four years as part of \$1,120,913 total)

Executive Director Gordon requested that Item 1(c) be pulled from the Consent Agenda.

Commissioner Medina asked what the timeline was for the Lowell grant and the timeline for future school readiness projects. Anne Bouhebert, Early Care and Education Coordinator, responded that the contract would start immediately with the Commission's approval and run for 4 years, ending in November 2006, and that staff for the project will be hired shortly. Commissioner Carozza asked if the state's portion was on a similar timeline and Bouhebert responded it was. As to the future, Bouhebert outlined that there is one school readying a proposal for submission in December, with seven additional schools expressing interest in submitting proposals up through June 2003.

Commissioner Carozza moved (McIntyre second) to approve items 1a, 1b and 1d. Motion approved unanimously.

1c. Adopt 2003 Meeting Calendar

Director Gordon addressed two items:

- 1. Since the calendar was put together, the January date overlaps with a national conference that the Executive Director, Program Operations Director and Early Care and Education Coordinator will attend. Remaining staff will be prepared to carry on with the January 8 meeting, but staff wanted to give the Commission the opportunity to determine whether to keep this meeting date or move between January 1 and 8, when all staff would be available.

2. Commissioner Sablan brought up the prior request to have some meetings begin later than 3 p.m. in the afternoon and also about holding some meetings in other parts of the county. He asked whether there was any objection to the Director looking into having some meetings at various times.

Commissioner Carozza suggested that staff bring back some suggestions for meeting places and times. Chair Waterston stated he will potentially have a conflict with a 3 p.m. starting time after the beginning of the year when he becomes the County's representative to the Local Agency Formation Commission (LAFCO), which meets at 1:30 p.m. on the first Wednesday of the month. Commissioner Carozza suggested possibly scheduling meetings from 4-5:30 p.m., as well as some meeting sites for future meetings.

HELD

2. **ADOPT RESOLUTION RECOGNIZING NAEYC ACCREDITATION OF WEST HILLS COLLEGE CHILD CARE PROGRAM AND PRESENT RESOLUTION TO WEST HILLS REPRESENTATIVE(S)**

Christina Ledesma-López, Contracts Manager for the West Hills project, introduced Patty Scroggins, Project Director for West Hills Child Development Program, and Nancy Jeffert, site director for the Coalinga Child Care Program which received NAEYC Accreditation. Scroggins reviewed NAEYC's accreditation program stating that they had introduced the NAEYC best practices to their program back in 1996. They spent three years doing their self-assessments for the accreditation program, had their validation visit done by NAEYC staff and received a three-year accreditation for the program, which requires an annual self-evaluation. Ledesma-López stated that in the second year of the West Hills program with the Commission, they have expanded to open additional programs in Firebaugh and the West Hills State Preschool program; these programs are also seeking NAEYC accreditation.

Chair Waterston read the Resolution (attached to official minutes).

Commissioner Carozza moved (Medina second) to adopt the resolution honoring West Hills Community College's receipt of NAEYC accreditation. Motion approved unanimously.

3. **DISCUSS AND PROVIDE STAFF DIRECTION ON SUPPORTING ONE-TIME REQUESTS FOR FUNDING**

Director Gordon explained that in the past, both individuals and organizations have approached the Commission for funding for one-time events or activities; he cited the recent Barney event and some funding for the Children's Report Card last year as examples. When Interagency Council again approached Commission staff with a request for \$30,000 for the next edition of the Children's Report Card, it was noted that there were no guidelines or policy for staff to handle these requests. Director Gordon asked for staff direction from the Commission in two areas: (1) whether there was interest in funding one-time events, conferences, etc., and (2) if so, what the best approach might be for handling such requests, both monetarily and programmatically.

Commissioner Parry said she would like to see some policy or guidelines in this area and would like to see an ad hoc committee address this issue. She felt there were some proposals for one time funding that could be better integrated into what the Commission

wanted to achieve in the community, and that we should be able to maximize the benefits of a possible one-time grant.

Commissioner Carozza asked Director Gordon if staff felt that the Commission has not responded to their recommendations for one-time requests. Gordon stated that staff was happy with how the Commission has responded to prior recommendations, but that they also wanted a more uniform method for determining when and if to bring such proposals directly to the Commission for consideration; he stated there were mechanisms in place for all other types of funding requests, but staff does not see anything where one time grants would always fit.

Commissioner Waterston cautioned the Commission that if a policy is adopted, there would be a long line of requests coming to the Commission. He suggested that it be left the way it is and each request considered on an individual basis.

Commissioner Medina said she concurred with the need for some type of guidelines or policy for these types of requests. She asked whether, in the process of revamping the general mini-grant program, the type of one-time or short duration events being discussed could be addressed in this funding mechanism, perhaps through increasing the dollar amounts (ranging perhaps from \$5,000 to \$20,000), without creating an entirely new process.

Commissioner Carozza stated that he shared the Chair's concerns and also felt that we should be looking at revising existing programs and mechanisms and not necessarily creating new ones.

Commissioner Parry said there was some difference between the one-time requests for special events/projects and the mini-grants, and perhaps they should be addressed under the mini-grant program or whether they should be considered only one-time. She said she felt there might be times when more discussion on the overall direction even a one-time project was taking was warranted and would like the Commission to address those issues as they occur.

Commissioner Medina said she did not view the Children Count Report Card as a one-time activity. She said she felt that it had the potential for a more on-going project. She stated she would like to see the revisions to the mini-grant process that is intended to be a one time process; she did not know where that would put the \$30,000 request for the report card. She stated she would like to see the direction or guidelines the Commission might adopt clear so that the public has a real clear message on how they can access Commission dollars.

Commissioner Carozza reminded the Commission that there is a place on every agenda for the public to address the Commission and make requests to the Commission. He said that if staff determines that the Report Card needs to be an on-going project that the Commission should invest in, the appropriate recommendation will be made through a partnership.

Commissioner Medina said there was s need to define one-time projects or projects of short duration since the example of the Report Card would not fit that definition.

Staff was directed to come back with the revamped general mini-grant program to include the considerations of this discussion.

Public Comment: Lilia Chavez, Interagency Council, stated she believes that there are some things that are one time only requests and other things that are identified as partnerships by the Commission's own standard and partnership funding projects, and

there are other things that are specific to the strategic plan which but not identified in any category (are unique to the community) and that it is appropriate for the Commission to review those requests on an individual basis. She stated she felt the request from the Interagency Council (in the form of a letter identifying specifically how the activities requested fit the strategic plan) was one of those requests intended to be presented to the Commission specifically because it does not fit in any box. She asked whether the Commission had seen the letter of request from Interagency and asked about next steps. Director Gordon responded the Commissioners had not seen the request;; that it had stopped on his desk until some resolution was given to staff on how to handle this and future individual funding requests.

Commissioner Carozza asked staff whether they considered this request a one-time request or if they were pursuing it as a partnership. Gordon responded that that was some of staff's questions on this issue. Last year, the \$5000 request was specifically for printing; this year's request included salaries, something not acceptable under current mini-grant guidelines.

Commission Counsel Perez stated that state legislation requires that the Commission invest in programs that are specific for services and education and the Commission would probably have to look at this type of request to determine whether it is a "program" that actually pursues the purposes of the Commission and to what extent it would actually affect 0-5 children which is what the legislation is about.

Chair Waterston asked whether this was time sensitive. Chavez replied she believed it could wait until the December Commission meeting. Waterston complimented the Interagency Council on this project, stating he thought the publication was incredible, but that the Commission does need to look at the overall picture on this. Sal Montana, Children's Institute, CSU-Fresno, stated it was fairly time sensitive because of plans to get the data collected and analyzed prior to presenting it to the Interagency Council in January.

Commissioner Carozza said that he felt the Commission saw this as a potential partnership and that staff was directed to work within the framework of the Commission's mission.

Commissioner Parry asked for some additional information on this particular request from Interagency, and who else in the community would be providing financial support. Commission Counsel Perez cautioned the Commission that the agenda item did not deal with any specific request and that discussion on specific proposals was out of order.

Commissioner Medina stated she felt that the funding mechanisms established provided for the type of review and information in the overall process that Commissioner Parry was asking about. Commissioner Sablan asked that the Strategic Plan be looked at in the overall review so that if there were any gaps they could be addressed for the future.

4. INFORMATIONAL UPDATE ON CHILD SAFETY INITIATIVE

Gloria Garcia, Special Projects Coordinator, updated the Commission on the Child Safety Priority Area. She stated that in an effort to gather as much information as possible, staff has contacted several agencies and individuals with experience and expertise in the child safety arena. The Orange County Children and Families Commission has implemented an Injury Prevention Program in which the California Chapter 4, American Academy of Pediatrics, Injury Prevention Program was enlisted to serve as the lead agency to assist

the Orange County Commission with the implementation of their injury prevention program's strategies: The Orange County Commission has been very helpful in sharing their ideas and "lessons learned" from this process. Staff brought the Orange County model to the Advisory Committee for discussion and it was the consensus that this was a good process to follow in an effort to gather as much information as possible.

Through funds provided by the State Commission Technical Assistance Center, Fresno will be able to contract for a consultant to assist staff in the development of a Fresno County Child Safety Initiative. Staff feels confident that with the assistance of this consultant we will be able to:

1. Form a sub-committee consisting of Advisory Committee members and other interested individuals with knowledge and experience in this topical area and facilitate meetings to:
 - a. Define child safety for Fresno County
 - b. Identify those injuries with common risk factors to address;
2. Establish data partnerships (i.e., Emergency Medical Services, Emergency Room Registries, etc.) to identify what data currently exists;
3. Develop and finalize an RFP to support and fund organizations to provide child safety related programs;
4. Identify funding partnerships (i.e., Office of Traffic Safety); and
5. Partner with other counties with common media markets to enhance a child safety community awareness media campaign. (Four (4) surrounding counties have demonstrated an interest.)

There remains a need to support efforts to promote child safety in Fresno County by increasing awareness, knowledge, skills and behaviors that reduce the incidence of injuries.

It is anticipated that this approach will allow for programs and activities funded through the Commission to increase the number of families and others receiving information, education, and skill-building support at the family level to prevent the breadth of commonly occurring injury types among children 0-5.

Commissioner Medina asked about the projected timeline for getting something "out on the street". Director Gordon responded that we will have the services of the consultant, through the state Technical Assistance Center, only through March 31. One projected timeline would be to convene focus groups between Dec. 1 and mid to late January, with an ad hoc committee (comprised of interested Advisory Committee members and other community individuals) meeting concurrently to the focus groups. Roll out in some form for programs would begin in the February-April 2003 timeframe. Commissioner Medina expressed some concern that between the establishment of the funding mechanisms and priority areas and getting to the point of an RFP being released we would be approaching a full year in time.

Public Comment: Joy Grado, Marjaree Mason Center, stated that there was data available, through Berkeley, and asked what additional information would be gathered and what would be done with that information. Brian Mimura, Director of Planning and Evaluation, stated that the planning of the Child Safety Initiative is only in part a function of the data availability. The actual planning and development of the major initiative components are appropriate, strategic and linked together. Data is only part of the equation; convening the stakeholders, for both data and service delivery, is a more lengthy process, but one that seems to be the better approach. Commissioner Carozza said that much of the data available is aggregate data that must be pulled apart and further analyzed before it is really useful.

Commissioner Medina asked what the charge of the Advisory Committee task group is; Mimura responded that they would be involved with assisting in defining the parameters of (a) "child safety" for the initiative; and (b) participating in the planning to identify and analyze those injuries with common risk factors to be addressed with funding. Chair Waterston expressed concern about having someone in charge of all committees, subgroups, task groups, etc. who will be accountable to getting things done. He was assured that the consultant will be the convener of any sub- or task groups formed around this issue and facilitate that the timeline established is met by any groups involved in the process.

Commissioner Medina also expressed some concern about being overly bureaucratic in our approach so that we can act when necessary.

Public Comment: None

5. FUNDING MECHANISMS AND SPECIAL INITIATIVES INFORMATIONAL UPDATED

Brian Mimura provided a status update on the Commission's funding mechanisms to describe the progress being made. He reviewed the three major funding mechanisms: General Grants Program, RFP process and Commission-based partnerships.

1. Under the on-going General Grants program, a community group or agency can come to the Commission saying, "Here's a need we've identified, here's a solution, will you fund us?" To date, 12 letters of inquiry have been received, for total requests of approximately \$4.9 million. Staff has invited full proposals for three of these inquiries; with the majority of the remaining inquiries received falling into the areas of child safety and school readiness; these inquiries are being channeled into the other funding mechanisms to maximize the planning potential.
2. The RFP mechanism is the standard type of proposal based on a request from the Commission to fulfill certain identified needs.
3. The Commission-based partnerships is the mechanism by which the Commission works with prospective applicants for funding – the partnership portion comes in the collaborative planning process between the applicant and Commission staff, not in the legal sense of the Commission being a partner in providing direct services. Under a Commission-based partnership, once a proposal has been finalized and recommendation made for funding to the Commission, the same formal contract is entered into between the applicant and the Commission as do other service providers. This mechanism is also intended to support the six priority areas identified from the Strategic Plan. Currently, of these six priority areas, proposals are being developed in five out of the six areas.

Two additional State Commission special initiatives are in development, one on oral health and one on informal care.

Discussion: Commissioner Medina asked for clarification on how the identified priority areas were being addressed and how a determination is made as to which funding mechanism to utilize to address each priority area. Mimura responded that all the priority areas could be addressed by whichever funding mechanism is deemed most appropriate and that some lend themselves to the types of needs that need to be met. He used child safety as one area where there are a number of organizations that have capacity and leadership to meet the identified needs for injury prevention, which then tends to lean somewhat toward the RFP process rather than a partnership. Commissioner Medina expressed some concern about the amount of time being spent on the Child Safety

Initiative without any action where there are multiple partnerships existing in the community. Mimura responded since the priorities are so diverse and staff 's abilities and resources to research and feel confident that good decisions and funding recommendations can be made to the Commission, multiple funding mechanisms may play a role in addressing each of the priority areas. Director Gordon reminded Commissioners that the General Grants Program allowed for submission of program or project ideas for funding on anything covered in the Strategic Plan. If a request is received that also falls under one of the priority areas, and staff is aware of something else that is being developed for that particular priority area, the suggestion of an integrated program or multi-partner project may be made in order to best maximize resources and services, and will hopefully prevent some fragmentation.

Commissioner Medina said she didn't see the system integration piece of the process detailed in the cover sheets for the proposals and felt that there should be more emphasis put on collaboration and partnerships. She said she was trying to sort out the funding mechanisms and implementation at different stages for the six topical areas and she also questioned how potential partnerships are being identified since concept papers are by invitation only and since she felt one of the primary objectives of Commission-based partnerships was to move toward collaboration and system integration.

Mimura said that in the process used in evaluating potential partnerships through the Commission-based partnership mechanism, the overarching principles identified in the strategic plan are individually reviewed and addressed as to how each interrelates with the proposed program and how it will be achieved through the further development of a partnership.

Mimura stated that proposals submitted through the General Grants and Commission-based Partnership funding mechanisms are submitted and reviewed in the same way, with staff, Advisory Committee, evaluation team and Commission input. He also said that throughout the proposal submission and review process, Commission staff is working to make the application process more "user friendly" and is providing technical assistance as needed to the applicant in the preparation of their proposal, including detailed assistance for the budget information requested.

Commissioner Carozza asked how the evaluation component fit in the overall process to measure the outcomes. Mimura said that since the Commission's evaluation initiative has been identified and designed, and we know how everything needs to be written up so it will fit nicely into the tools being used, staff has built into the application process (scope of work format, etc.) the necessary elements to easily transfer into the evaluation program and data management system. Outcomes are taken directly from the strategic plan, with indicators linked to each outcome so that when the evaluation team receives a scope of work they know immediately what the primary focus is that will be evaluated for each project. The expertise of the evaluation team is also being utilized in the project review phase.

SPECIAL INITIATIVES UPDATE

SCHOOL READINESS: Anne Bouhebent, Early Care and Education Coordinator, reviewed the program from Commission approval to participate in the State's initiative in September 2001 to present. There is a total of \$13.2 million set aside over four years for Fresno County, \$6.6 from this Commission and a matching \$6.6 million from the State Commission. The program targets low-performing schools (API of 3 or lower) and incorporates components from the central core of school readiness (early care and education, parent and family support services, health and social services, school's readiness for children and site infrastructure and administration). Staff is working with

interested schools to develop comprehensive, developmentally appropriate programs to serve young children and their families. To date, four applications from Fresno County schools (Mayfair, Burroughs and Lowell from Fresno Unified and Del Rey from Sanger Unified) have been submitted with all four approved for funding by the state, with matching amounts from the Commission. Del Rey, Mayfair and Burroughs have begun implementation of their programs; Lowell's award has just been approved and they will begin implementation shortly.

There is approximately \$7.7 million (combined County and State Commission funds) remaining for funding additional programs. Currently eight schools have indicated interest in developing programs and staff continues to work with them on developing their proposals for submission to the State Commission. It is hoped one additional application will be ready to submit to the Fresno Commission in December for their approval to submit it to the State Commission, with additional applications targeted for submission in March and June 2003.

Bouheben also reminded Commissioners of the Children's Summit, sponsored in part by the Commission, on Friday, November 8 at Children's Hospital Central California. The focus of this year's conference is School Readiness, with Dr. David Elkind, noted child development authority, as keynote speaker.

Discussion: Commissioner Medina asked when Commissioner's could expect to see some type of report on these programs. Director Gordon stated that they are being included in a separate, statewide evaluation program, with periodic progress reports available in the future. Commissioner Carozza requested that Commissioners be kept informed of progress by staff for all these programs. Director Gordon asked what the desired frequency of reports was, indicating that these programs will be required to submit both programmatic and financial reports to staff quarterly. Quarterly reports to the Commission were agreed to by consensus.

AMERICORPS INITIATIVE: Gloria Garcia reported that Fresno County has submitted a preliminary application and expects to hear within a month from the coordinating organization for the 34 applications from counties throughout the state, the California Alliance for Prevention. This program offers an opportunity for the local Commissions to utilize Americorps, VISTA and Senior Corp members to support the County Commission's strategic plan. There is \$500,000 set aside in the Fresno Commission's budget for this program.

Public Comment: Dr. V. Kaleka asked how the benefits to the consumer are determined. Director Gordon responded that the evaluation program being utilized is outcome based and includes both programmatic and financial components.

6. APPROVE COMMISSION-BASED PARTNERSHIP FUNDING ALLOCATION FOR WEST FRESNO HEALTH CARE COALITION

Director Gordon presented for approval for funding the first Commission-based partnership project developed by Commission staff and the West Fresno Health Care Coalition. Staff recommends funding this project in the amount of \$319,389 over two (2) years to implement activities to improve health care access for children 0-5 years in West Fresno.

The funding recommendation is based on the successful completion of an 18 month planning grant process. With completion of the planning grant, the West Fresno Health Care Coalition is requesting funds for a West Fresno Health Access Outreach project. The proposed project is directly in alignment with the Commission's priority of *Increasing*

Children's Access to Health care/coverage, particularly with its goals of decreasing the number of children unable to access health care coverage and increasing children with a consistent health care provider who is regularly and appropriately utilized. Additionally, the proposed project is consistent with the Commission's Strategic Plan, its values and guiding principles, adopted priorities, as well as the approved guidelines and criteria of the Commission-based Partnerships funding mechanism.

Discussion: Commissioner Carozza asked Commission Counsel if there was sufficient separation for their care versus any co-mingling of joint responsibilities regarding Commission liability; Counsel responded that with some changes in the documents and the negotiated contract, which has already been discussed with staff, there will be sufficient protection.

Commissioner Sablan asked whether there were plans to provide extended evening and week end care hours to provide emergency care. Dr. Marquis Nuby, Medical Director, West Fresno Health Care Coalition (WFHCC), stated that they are working collaboratively with Sequoia Health Care Foundation to jointly provide these services. He also said that Children's Hospital will continue some involvement, including a \$300,000 grant to go toward establishment of a health care center.

Mimura asked that the Commission correct a typo on p. 45 of the agenda documents; Objectives 4, 5 and 6 should each read November 30, 2004.

Commissioner Medina asked about Objective 1 and enrolling a minimum of 100 children, vs. Objective 4 where 10,000 families are mentioned. She said she would like to see the "minimum" enrollment level raised. Dr. Nuby responded that the survey that has been conducted indicates that 83% of the respondents do have some type of insurance, but a smaller number were aware of who their primary care physician (PCP) was; enrolling those without health care coverage is one goal along with the larger goal of linking all families with health care coverage to a primary care physician. Jan Fjellbo, Executive Director, WFHCC, stated that this proposal will fund only one outreach worker of the three outreach workers with the agency.

Commissioner Sablan asked about the issue of specialty care for patients. Kim Lamb, Children's Hospital, said that Children's would continue to be involved with providing specialty care.

Conflict of Interest: None declared.

Commissioner Carozza (Medina second) moved to approve the funding award (from Commission-based Partnerships budget) of \$319,389 over two years to the West Fresno Health Care Coalition to implement activities to improve health care access for children 0-5 years in West Fresno. Motion approved unanimously.

7. DISCUSS AND APPROVE INVITATION FOR FULL PROPOSAL FROM FRESNO COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES FOR A PROPOSED EXPANSION TO THE COMPREHENSIVE INFANT TODDLER ENRICHMENT (CITE) PROGRAM

Director Gordon asked Commission approval to invite a full proposal for a Commission-based Partnership project from the Fresno County Department of Child and Family Services for expansion to the Comprehensive Infant Toddler Enrichment Program.

Discussion: Commissioner Medina asked what the timeline was for submission of the full proposal. Mimura responded that the full proposal and funding recommendation could be brought back as early as December, but more likely in January, 2003.

Commissioner Medina asked for assurance that approval of this invitation would in no way commit the Commission to approval of any funding for this project. Director Gordon responded there would be no obligation from the Commission except to review the full proposal when received.

Conflict of Interest: Commissioner Zomalt, as Director of Fresno County Children and Family Services, recused himself.

Commissioner Carozza (Parry second) moved to approve extending an invitation for a Full Proposal from Fresno County Department of Children and Family Services for a Proposed Expansion to the Comprehensive Infant Toddler Enrichment (CITE) Program. Motion approved, 6-0 (Zomalt abstaining; Karian and Lascano absent).

8. ADVISORY COMMITTEE REPORT

No report.

9. PUBLIC COMMENT

Patty Scroggins, West Hills Community College, stated that in their contract with the Commission, \$100,000 was provided to use as leveraging funds to obtain other funding to expand the child development center in Coalinga to include infant care and care for special needs children in the area. A federal grant proposal was submitted to HUD and they have just received confirmation of a \$600,000 award for this project. She also invited the Commission to hold a future meeting in Coalinga.

10. ADJOURNMENT:

There being no further business before the Commission, the meeting adjourned at 4:50 p.m.